

Accounting Manager

Location: Richardson, TX

Reports to: CEO/COO

General Description

The accounting manager is responsible for company finance, accounting, benefit programs, order invoicing and credit functions for the North American garage door opener and hardware businesses.

Responsibilities

- Accounting operations of the companies, including the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls
- Manage general ledger accounting
- Managing order invoicing, accounts payable and accounts receivable
- Process payroll in a timely manner
- Ensure that periodic bank reconciliations are completed
- Perform property audits as needed
- Facilitate payments for inventory and customer factory orders
- Manage related outsourced functions
- Manage monthly sales reports and tracking
- Manage HR related functions
- Ensures compliance with local, state, and federal government reporting requirements and tax filings
- Such additional duties as may be assigned by the CEO & COO that the Accounting Manager's position may from time to time reasonably require.

Requirements

- BA/BS Accounting or Business
- QB/QBE working knowledge & proven proficiency
- MS Office proficient
- Proven organizational skills
- Strong problem-solving skills, willingness to take on different roles and do whatever it takes to get the job done

Compensation

Salary: Commensurate with experience, paid monthly

Profit sharing: % of year-end profit pool

Benefits:

- 401K Plan
- Company medical: 50% contribution to individual BC/BS plan
- Vacation: 2-weeks in Yr-1 (3-weeks in Yr-2), standard US holidays. With permission, additional leave is possible as responsibilities allow.

Travel Expenses: Transportation, lodging, meals & entertainment in performance of duties reimbursed on a monthly basis